

رسالة إليه

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1. The first step is to identify the main topic of the document. This is typically found in the title or the first few paragraphs.

2. The second step is to identify the key points or arguments made by the author. These are often found in the body paragraphs and are supported by evidence.

3. The third step is to identify the conclusion or the final point made by the author. This is usually found in the last paragraph of the document.

4. The fourth step is to identify any supporting evidence or data used by the author to back up their claims.

5. The fifth step is to identify any counterarguments or opposing views that the author addresses.

6. The sixth step is to identify the overall tone or style of the document. This can be determined by looking at the language used and the structure of the argument.

7. The seventh step is to identify any specific details or facts mentioned in the document.

8. The eighth step is to identify any references or sources cited by the author.

9. The ninth step is to identify any specific questions or issues that the document addresses.

10. The tenth step is to identify any specific recommendations or conclusions that the author makes.
